



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING AND SUPPLY MANAGEMENT

12000 Government Center Parkway, Suite 427

Fairfax, Virginia 22035-0013

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V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

ADDENDUM NO. 1

OCT 5 1998

TO ALL PROSPECTIVE OFFERORS:

SUBJECT: REQUEST FOR PROPOSAL: RFP9921706916

FOR: Procurement Card Services for Small Purchases

DATE OF CLOSING: October 13, 1998

TIME OF CLOSING: 4:00 p.m.

The subject request for proposal is amended as follows:

The following are the questions and answers from the pre-proposal conference held on September 24, 1998 @ 10:00 a.m.

- Q1. Page 10, paragraph 2.3; Is this resolicitation part of the normal contract cycle or is there another reason the contract is being resolicited?
A1. The current contract is soon scheduled to expire. There are no longer any renewal periods available.
- Q2. Page 11, paragraph 2.3; Will the number of current cardholders remain the same?
A2. We anticipate that the number of cardholders will rise.
- Q3. Why are representatives from Prince William County Schools attending the conference?
A3. They may ride the contract.
- Q4. Page 18; Does the County prefer a weekly billing cycle?
A4. At this point the County has no preferences. We would like to review all options available. We are interested in receiving transaction information as soon as possible and would consider an option where we received information immediately but were billed at a longer cycle.
- Q5. Page 20; Does the County currently have Travel or Fleet cards?
A5. The County currently has no Travel cards. The procurement card is used by employees for some travel expenses, such as hotel and airline reservations. County employees do not travel frequently.

The County currently does have Fleet cards with Exxon. In general, they are used only when vehicles travel outside the Fairfax County area and are "checked out" from our Department of Vehicle Maintenance.

Q6. Page 24, paragraph 9.4; Is the cover sheet (PSMA32) referenced in that paragraph the same as the coversheet DPSM32?

A6. Yes

Q7. Page 27, paragraph 21; Will the contract term be three years plus three one-year extensions?

A7. The initial contract term is three years, with three optional one-year extensions.

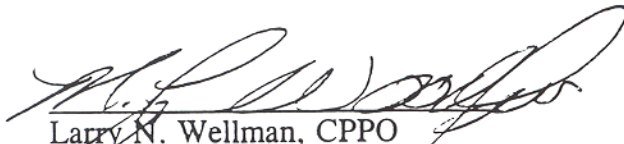
Q8. Are the weighted evaluation criteria available?

A8. The weighted evaluation criteria are established by the Selection Advisory Committee (SAC) prior to the Committee's evaluation of the offers. However, the evaluation criteria will not be available to offerors prior to the closing of the RFP.

Note: Page 32, paragraph 33; Year 2000 Compliance [There is a typo in the second sentence of the second paragraph]. The sentence should read "The offeror warrants that any product of service delivered under the provisions of a contract resulting from this solicitation will be year 2000 compliant." The last word now reads "complaint."

Enclosed is a copy of the attendance sheet.

All other terms and conditions remain unchanged.



Larry N. Wellman, CPPO
Director/County Purchasing Agent

**THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE
SUBJECT REQUEST FOR PROPOSAL:**

Signature

Date

Name of Firm

**TWO SIGNED COPIES MUST BE RETURNED PRIOR TO DATE/TIME OF OPENING OR MUST
ACCOMPANY PROPOSAL.**

Pre-Proposal Conference Attendance Sheet

RFP9921706916 - Procurement Card Services for Small Purchases
September 24, 1998 @ 10:00 A.M.

Name	Firm	Telephone No.
Lounette Robinson	DPSM	324-3281
RON HALLAUER	DIT	324-4515
MARY JANE COMLY	DPSM	324-3286
JOHN HIGGINS	Finance	324-3118
Sandra Luessenman	Park Authority	324-8758
Richard T. Brigg	First Nat. Bk. of Md	410-244-4557
Francis Teacher	PWCPS	703-791-8737
DAVID CLINE	PWCPS FINANCE	703-791-8753
Linda Foy	FIRST UNION	302-477-7849
Sally Tapeart	First Union	302-477-7079
ARMAND MALU	DPSM	703-324-3205